

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT***A Quality Management Department***

700 North 10th Street, Room 258

Sacramento, CA 95814

(916) 322-2940

(916) 327-3153 (FAX)

(916) 327-6318 (TDD)



April 30, 1999

To: Naturalization Services Contractors

Subject: Naturalization Clients Form

Section 24.D. of your Naturalization Services contract requires contractors to submit a list of the names of clients for whom your agency is requesting the ninety percent (90%) and ten percent (10%) reimbursement. Enclosed is CSD Form 087 for your use in reporting this information. This form must be submitted on a bimonthly basis to accompany your Bimonthly Expenditure and Programmatic Report. As a reminder, your first report is due May 15, 1999 to cover the months of March and April 1999.

We encourage you to complete the form electronically using Microsoft Excel spreadsheet. It can be downloaded from the department's web site at www.csd.ca.gov. Click on CSD Programs, Naturalization Services Program, Contract Forms. Submit this form to CSD by e-mail to my attention at gwardrip@csd.ca.gov, or send it to me on a three and a half-inch disk. Please remember that in order to process your payment, the form must be submitted at the time your Bimonthly Expenditure and Programmatic Report is submitted.

The information requested on the enclosed Naturalization Clients form is fairly straightforward. At the top of the form, please enter the following standard information: agency name, contract number, report period (remember this is a two-month period), person who prepared the report, phone number of person who prepared the report, and date of report preparation. On the next line, enter the total number of applications submitted to INS this report period and the total number of clients approved for citizenship this report period; this information will serve as the basis for your 90% and 10% payments, respectively. The remainder of the form calls for the following information: client last name, client first name, client middle initial, date application submitted to INS, and date client approved for citizenship.

Please note that the enclosed Naturalization Clients form is a spreadsheet that continues throughout the contract period. Names are added each bimonthly reporting period as their applications are submitted to the INS. Similarly, dates are added to the spreadsheet upon the client's citizenship approval. Once a client name is entered on a line, that client will remain on that same line. For example, a client name entered on line six will remain on line six throughout the contract term.

Thank you for your attention to this matter. If you have any questions, please contact me by e-mail at the above address or by telephone at (916) 323-8856.

Sincerely,

Gregg M. Wardrip
Program Analyst

Enclosure